

Village of Carol Stream

SPECIAL WORKSHOP MEETING

February 17, 2015

6:00 PM

GREGORY J. BIELAWSKI MUNICIPAL CENTER

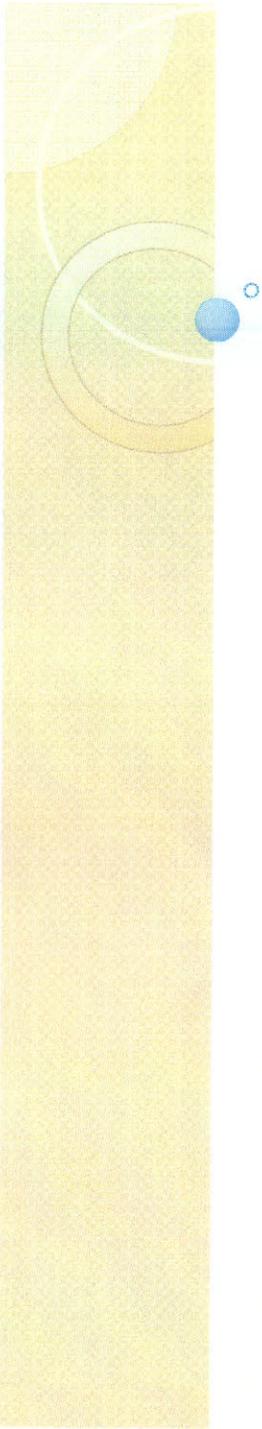
500 N. GARY AVENUE

CAROL STREAM, ILLINOIS 60188

LOWER LEVEL TRAINING ROOM

AGENDA

1. **CALL TO ORDER**
2. **ATTENDANCE**
3. **DISCUSSION ITEMS**
 - A. GENERAL FUND BUDGET FY 2015-2016.
4. **OTHER BUSINESS**
5. **ADJOURNMENT**

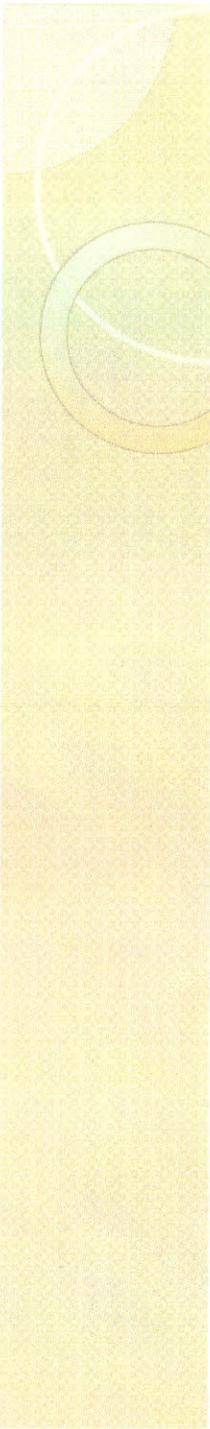


Village of Carol Stream

FY 15/16

BUDGET WORKSHOP #4

February 17, 2015



Proposed FY15/16 General Fund Budget



Village of Carol Stream Proposed General Corporate Fund Budget FY15/16 BUDGET SUMMARY

- FY15/16 Budget is Balanced as Proposed

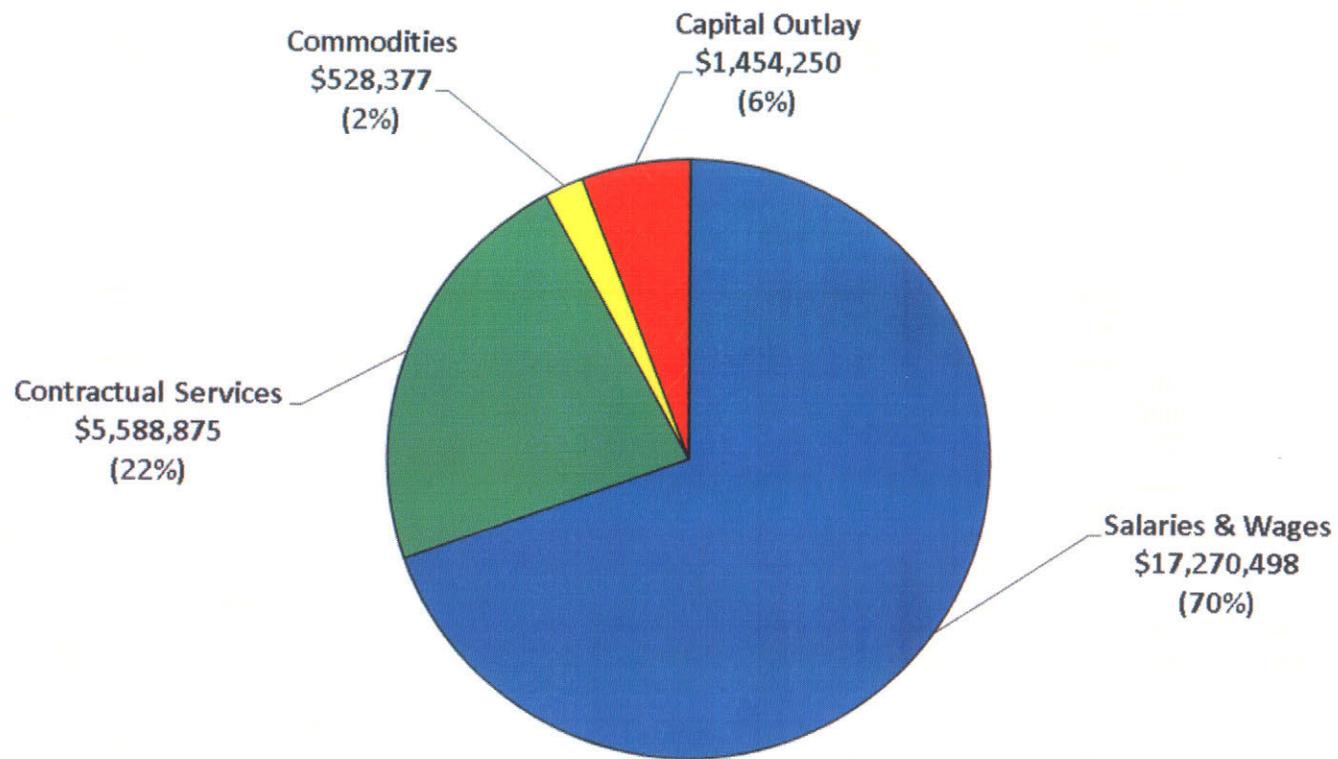
Projected Revenues	\$ 25,747,000
Proposed Expenditures	<u>24,842,000</u>
Budgeted Surplus	<u>\$ 905,000</u>

- Revenues overall show continued steady growth.
 - 5.4% growth projected over FY14/15 estimated revenues.
 - **No other tax / fee increases proposed for FY15/16.**
- Total proposed FY15/16 expenditures increase by 4.9% over FY14/15.
 - Net proposed addition of 3.00 FTE new employee positions.
 - **Continued focus on Village Board Objectives/Goals from Oct 2013 strategic planning exercise.**
- 3 Year Financial Plan shows sustainability.
 - Moderate growth.
 - Budget continues to be sustainable without a Village property tax.
 - Assumes no major fall-out created by the State of Illinois.

Village of Carol Stream

Proposed General Corporate Fund Expenditures by Type

Fiscal Year 15/16 Beginning May 1, 2015



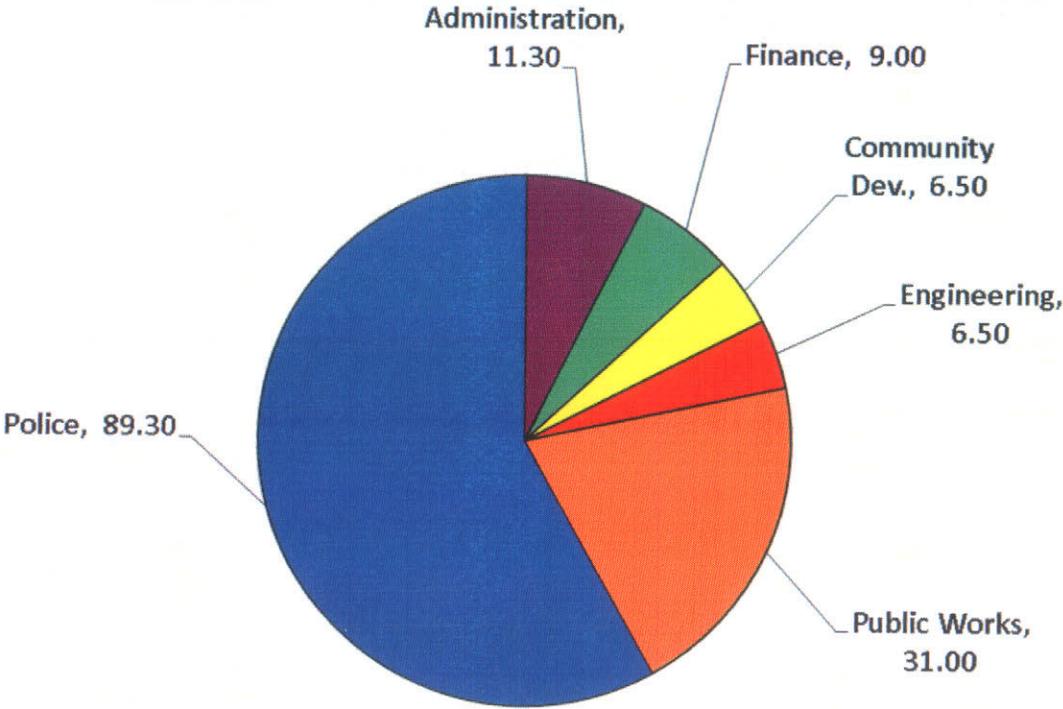
Total Proposed = \$24,842,000

Village of Carol Stream

Draft General Corporate Fund Budget Expenditures FY15/16 Proposed Compared to FY14/15 Adopted

	Actual FY13/14	Adopted Budget FY14/15	Estimated FY14/15	Proposed Budget FY15/16	FY15/16 proposed to FY14/15 Budget	
Salaries & Wages						
Personal Services	\$ 10,331,201	\$ 11,010,694	\$ 10,690,928	\$ 11,149,393	138,699	1.3%
Overtime	774,281	797,700	918,798	846,300	48,600	6.1%
Group Insurance	1,703,475	1,734,913	1,669,800	1,628,012	(106,901)	-6.2%
IMRF	729,480	749,287	726,957	729,414	(19,873)	-2.7%
FICA	797,600	834,686	818,377	848,301	13,615	1.6%
WC/Unemp. Ins.	306,610	389,916	356,336	363,132	(26,784)	-6.9%
Police Pension	<u>1,551,754</u>	<u>1,651,830</u>	<u>1,651,830</u>	<u>1,705,946</u>	<u>54,116</u>	3.3%
Total Salaries & Wages	16,194,401	17,169,026	16,833,026	17,270,498	101,472	0.6%
Contractual Services	4,800,170	5,083,860	5,061,690	5,588,875	505,015	9.9%
Commodities	473,055	557,754	475,353	528,377	(29,377)	-5.3%
Capital Outlay	<u>434,760</u>	<u>864,360</u>	<u>501,931</u>	<u>1,454,250</u>	<u>589,890</u>	68.2%
Total	<u>\$ 21,902,386</u>	<u>\$ 23,675,000</u>	<u>\$ 22,872,000</u>	<u>\$ 24,842,000</u>	<u>\$ 1,167,000</u>	4.9%

Village of Carol Stream Proposed Regular Employee Staffing By Department Fiscal Year 15/16 Beginning May 1, 2015



Total Proposed = 153.6

Administration includes Village Manager's Office, Information Systems, Municipal Building, Employee Relations and Village Clerk.

Village of Carol Stream

Changes in Proposed Village Staffing

FY 15/16

FY14/15 Authorized Positions **150.60**

Administration

- Administrative Secretary (filled w/ contract position) (1.00)

Information Services

- Information Services Supervisor (1.00)
 + Information Services Director 1.00
 + Part-time Information Services Tech. 0.50

Public Works

+ WSE III - Utility Locator (approved mid-year FY14/15) 1.00
 + Assistant Superintendent of Operations 1.00
 + Part-time Mechanic Helper 0.50

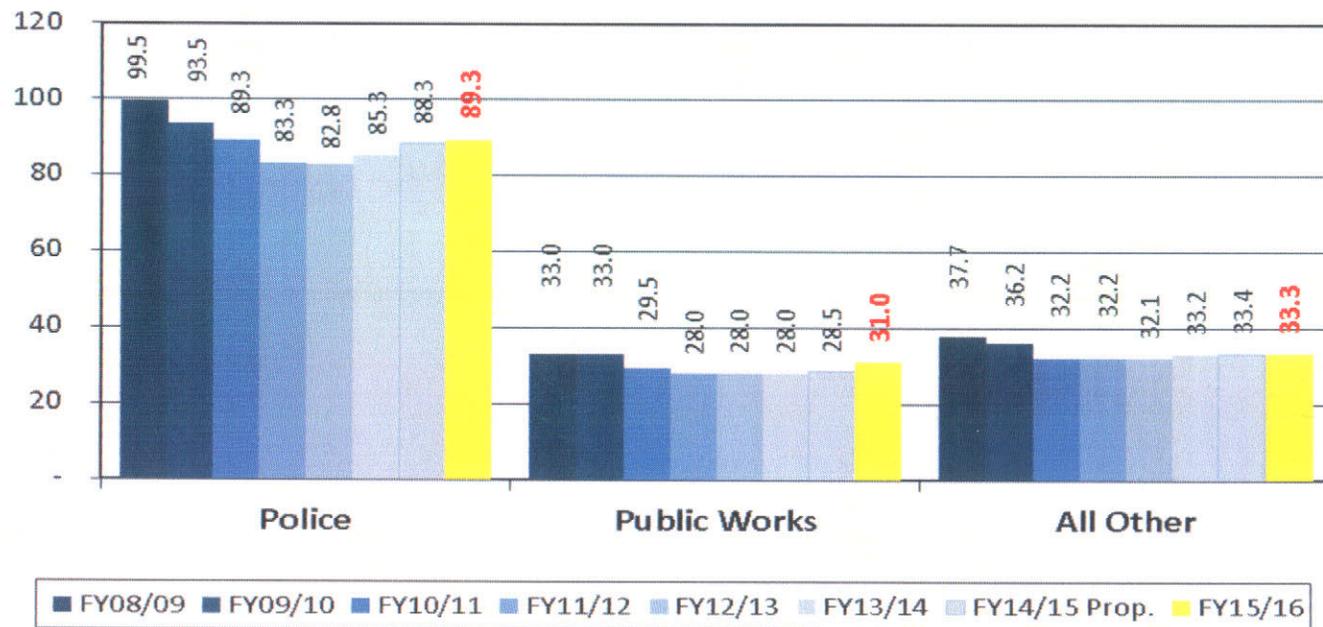
Police Department

+ Police Officer (SOU) 1.00

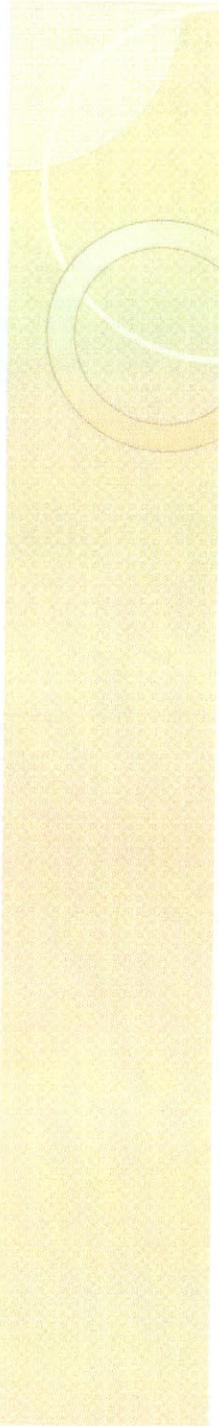
Proposed FY15/16 Authorized Staffing **153.60**

Net Change from FY14/15 3.00
 % Change from FY14/15 2.0%

Village of Carol Stream Proposed Regular Employee Staffing By Department Fiscal Year 15/16 Beginning May 1, 2015



	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
Totals	170.20	162.70	150.95	143.50	142.88	146.45	150.6	153.6
% Change		-4.4%	-7.2%	-4.9%	-0.4%	2.5%	2.8%	2.0%
5 Yr. Change								-9.8%



**Proposed FY15/16
General Fund Budget
DEPARTMENT HIGHLIGHTS**

Administration

- **Legislative Board**
 - New CATV/PEG Expense (\$32,000) to account for use of PEG fees. FY15/16 Board Room A/V room Upgrades.
- **Legal Services**
 - 3 Labor contract renewals underway.
- **Village Clerk**
- **Administration**
 - Net decrease of 9.9% compared to FY14/15 budget.
 - ❖ Reduced insurance deductibles.
 - ❖ Reduced health costs (contract vs employee)

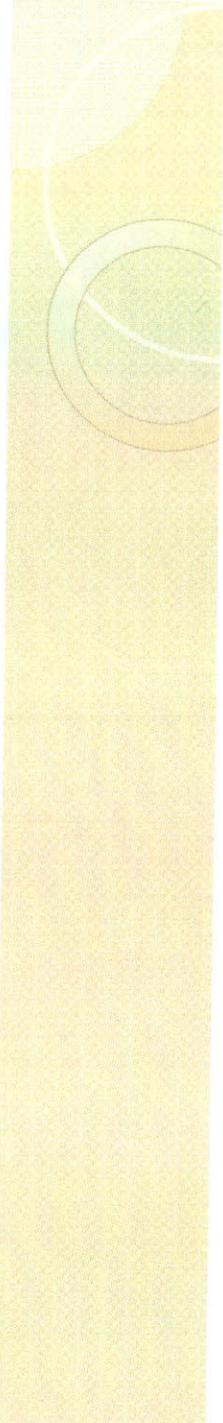
Administration (continued)

• Information Systems

- New IS Director position proposed in lieu of IS Supervisor.
- Additional PT IS Tech proposed.
- Detailed assessment of network infrastructure.
- Agenda management software and paperless agendas.
- All GIS program services centrally located under IS function.
 - GIS Consortium
 - GIS Consultant – NIU Contract
 - GIS software
- Network Storage Area Network replacement.
- Desktop replacements.
- Security Camera Upgrades (Village Hall and PWC)

Administration (continued)

- Municipal Building
 - Fountain Repairs
 - Farm House Repairs (siding, soffit, fascia, windows)
 - Village Hall Remodel (carry forward from FY14/15).
 - 10+ years since any significant updates/renovations.
 - Carpet, tile, restrooms, painting, entryways.
 - \$375,000 set aside in each of next 2 years.
- Town Center
 - Continued level of Thursday concert programming.
 - 4th of July Fireworks contribution.

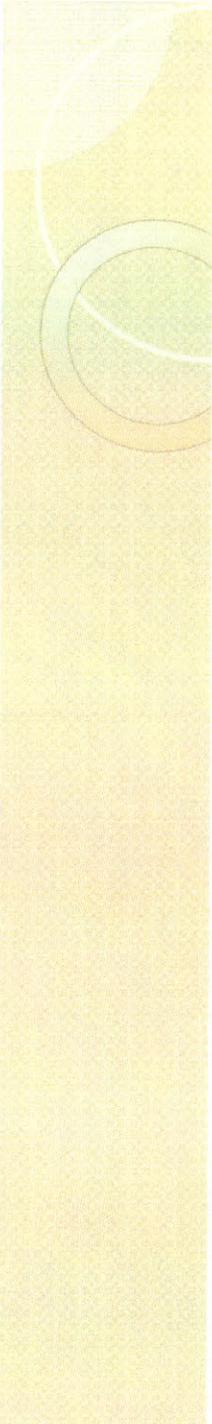


Employee Relations

- Consultant evaluation of our health benefits administration and alternatives / options.
- Organizational Development Initiative.
- Wellness program and incentives.
- Expanded employee recognition opportunities.

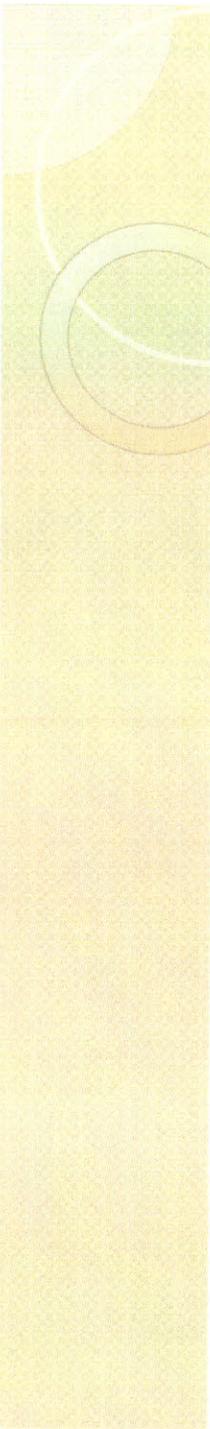
Financial Management

- Implementation of integrated accounts receivable system.
- Change-over of credit card terminals to meet EMV requirements by Oct. 2015.
- Deferred equipment purchases (high volume shredder).



Engineering Services

- New Stormwater Management budget program.
- Continued focus on Village infrastructure needs and key role in developing future GIS functionality.
- Implement asset and operations management software solution.



Community Development

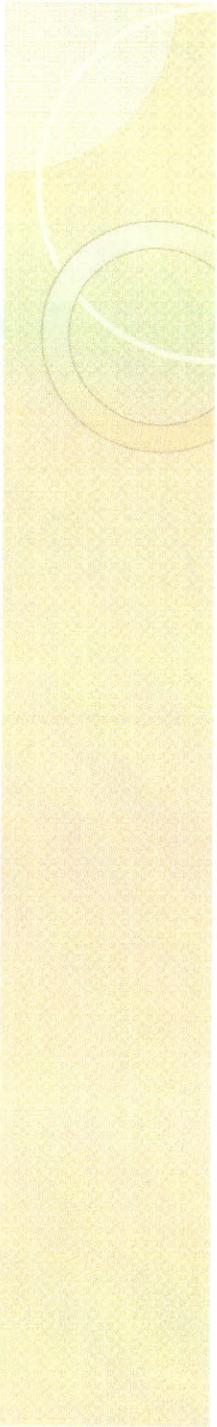
- Implementation of a new software solution for the Development Services and Code Enforcement programs that will improve efficiency, enhance tracking and reporting capabilities, and allow for the introduction of online permitting.
- Begin process of digitizing old microfiche/film files and import into document imaging product.
- Comprehensive Plan completion.
- Economic Development initiatives.

Police Department

- Total Budget = 1.7% increase over FY14/15.
- **1 New Police Officer Proposed for FY15/16**
 - Tactical Officer assigned to Special Operations Unit.
 - 3 additional sworn positions proposed in year's 2 and 3 of the proposed financial plan.
- In-Car Camera Systems (2 year Replacement)
- In-Car Computer Replacements
- Complete EOC Improvements Grant
- What's not included:
 - Contemplated DuComm Second Facility Costs
 - Body Cameras

Public Works Department

- Streets Budget = 0.7% increase over FY14/15.
- 2.5 FTE Staffing Increase Proposed
 - 1 WSE III – Utility Locator (VB approved 5-19-14)
 - 1 Assistant Superintendent of Operations
 - .5 PT Mechanic Helper
- Increase in Vehicle replacements over prior year
 - \$288,000 proposed (2 large replacement dump/plow trucks) vs \$77,000 in FY14/15 (1 pick-up and 1 dump rehab.)



Public Works Department

- Snow & Ice
 - Overtime in CY nearing budgeted amount (\$70K of \$80K budget spent; 90% of that since Jan. 1).
 - Salt conservation update.
 - New control systems for 5 vehicles + 1 additional brine applicator.
 - Replacement of one large (#67) and one small (#40) dump truck = \$288,000
 - Rehab of one large dump truck (#71) = \$48,000

Dump Truck Replacement



Truck #67 – only large dump truck with no wet system. Replacement will include wet system and stainless steel box and spreader

Truck #40 - replacement will include addition of chipper box, allowing removal of truck #68 from fleet



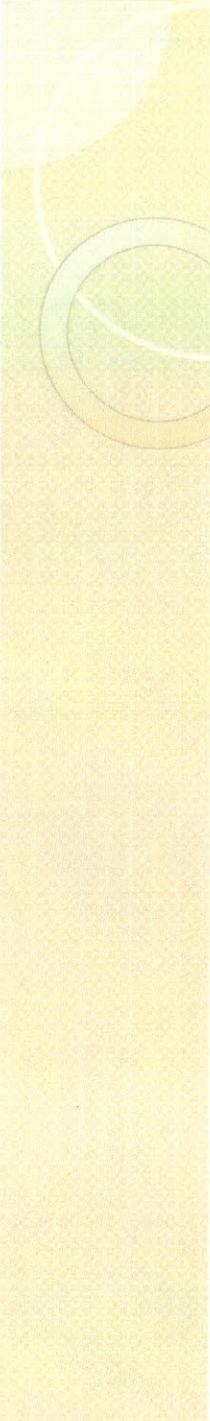
Large Truck Rehabilitation



Truck #71 scheduled for rehab

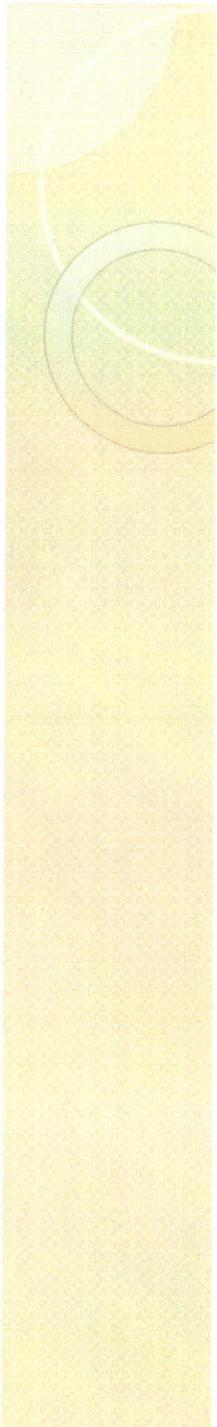
Truck #72 rehabbed in FY15





Public Works Department

- Street Maintenance
 - Equipment purchases:
 - Walk-behind pavement/concrete saw
 - Light tower (replacement)
 - Pavement patching unit (used unit from County DOT)



Public Works Department

- Signs & Lights
 - Includes annual pavement striping (\$37,000)
 - Four-year regulatory sign replacement (for retro-reflectivity) complete. Next focus on non-regulatory, engineering grade signage
 - In-house staff will replace approximately 50 existing street lights with new LED heads (purchase of lights provided in CIP)



Public Works Department

- Buildings & Grounds
 - Public Works Center Improvements:
 - Upgrade Door / entry security
 - New roof A/C
 - Recoat North Garage floor
 - Other Equipment
 - Replacement Gators
 - Replacing 1 heavy-duty unit with 2 light-duty
 - Floor Cleaning Machine

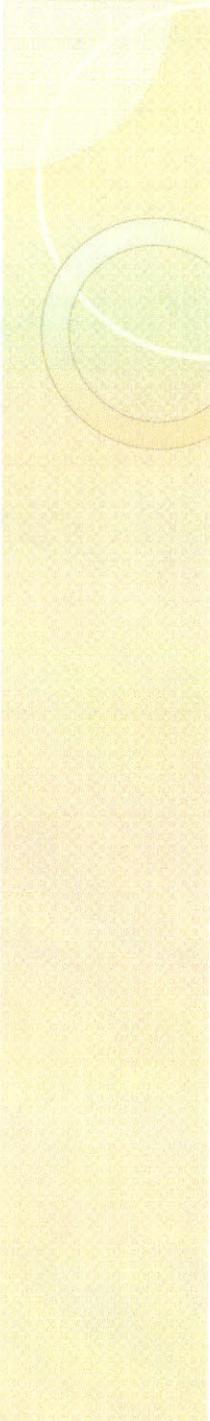


Public Works Department

- Storm Water Management
 - Aerator upgrades to improve maintainability and employee safety
 - Street sweeping with 0% increase
 - Storm sewer supply cost reduced by 2/3 – Engineering will contract for most repairs

Public Works Department

- Parkway Trees
 - Removing EAB “stragglers” – estimated 100
 - Remove an additional 50 trees (non-EAB) which are dead or diseased.
 - Plant 500 replacement trees (400 spring/100 fall)
 - Costs are trending away from EAB:
 - FY16: EAB and non-EAB roughly equal (\$260,000 total)
 - FY17: EAB only 1/2 of non-EAB (\$175,000 total)
 - FY18: EAB only 1/3 of non-EAB (\$140,000 total)



Public Works Department

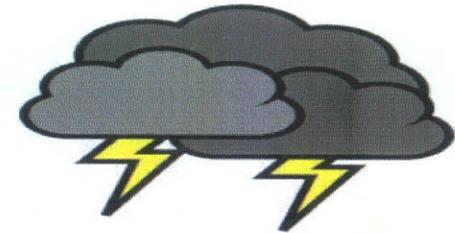
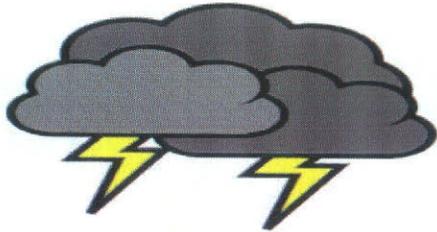
- Municipal Garage
 - Fueling system update.
 - Install a new floor surface in the mechanic's garage.
 - Reconfigure floor space / tool area.
 - Add: Part-time Mechanic Helper



Transfers & Agreements

- Zones rebates enter year 4 of 10.
- Sales tax transfers (50%) to North/Schmale TIF expected to begin in March 2015 following opening of Caputo's in September, 2014.
- Transfers from Geneva Crossing sales expected to continue throughout 3 year plan. Continue to look at paying down remaining debt early.

Another Looming Threat from Springfield



- New Governor showing resolve to fix State's broken finances.
 - Property Tax Relief (2 year freeze).
 - Add Service Tax (Sales Tax).
 - Increased School Funding.
 - Municipal bankruptcy protections.
 - Unfunded mandate and local government consolidation taskforce.
 - Pension Reforms.
- No direct threats on municipal State-shared revenues at present.
- Something has got to give ...

Next Steps

- **Monday, March 2, 2015**
 - Final Budget Workshop Meeting
 - All Other Funds
 - Wrap-Up and Final Questions
- **Friday, March 13, 2015**
 - Distribution of Draft Budget Document to Village Board
 - Availability of Draft Budget for Public Review
 - Clerk's Office
 - Carol Stream Library
 - Village Website
- **Monday, April 20, 2015**
 - Budget Public Hearing and subsequent Adoption